VISION
Upgrade to v9.2

Overview of Changes in Travel and Expenses

NEW FUNCTIONALITY	WHAT IT MEANS TO YOU
Expense Coordinator WorkCenter	You will be able to navigate to one place for the majority of the work that you need to do in the travel and expense module. You will be able add links, queries, and reports that you find useful but are not included in the delivered WorkCenter.
Travel & Expenses Self-Service Center	Self-service users will navigate to one place to create and manage expense reports, travel authorizations, and cash advances.
Upon submission or resubmission of an Expense Report when it has been "Sent back for Revision", the accounting date and budget date will update to the current date.	This will eliminate the need to delete Expense Reports at month end and eliminate or reduce any "black out" periods that departments have imposed on employees for entering expense reports. Expense coordinators or Finance can "Send back for Revision" expense reports that are not ready to post instead of having to delete them in order to close the month.
Ability to add Attachment to an Expense Report.	You will have the ability to attach receipts to an expense report and will be required to do so for some expense types. The attachment will be able to be reviewed when inquiring on an expense report. This will eliminate the need for paper or electronic receipts to be routed manually to expense approvers. Please check with your department’s records retention policy for what to do with the paper receipts.
Travel Authorization ID field is available as a search option when searching for a Cash Advance.	The way you will be able to search for cash advances will be enhanced by adding the ability to search by the Travel Authorization associated with the cash advance.
Duplicate checking on expense reports will occur when the employee clicks on save for later or submit.	You will have the ability to review duplicate exceptions and correct them when submitting for approval or saving for later. The user will need to click OK to continue the save or submit process or cancel to go back to the expense report and review errors and make changes.
A pop-up message will remind user to apply the cash advance when an expense report is associated with a travel authorization that is linked to a cash advance.	You will see a message if there is a cash advance and you will have to click OK to before you can proceed with expense report.

Please see the reverse for more changes.

A pop-up message to notify the user that there is an approved travel authorization that may need to be associated with the expense report.	You will receive the message indicating that you may have a travel authorization to apply to the expense report and you will need to click OK to continue with the expense report.
Bill Type on expense report will automatically get updated to "taxable" if the expense line transaction date is greater than 60 days old.	The bill type will automatically update and provide a warning to you that the expense line will be taxed. You will no longer need to update the billing type upon getting an error.
Expense Coordinators will be able to send back for revision an expense report or cash advance that has been approved for payment in error.	This will allow expense coordinators to send back expense reports and cash advances for revision that were approved for payment in error without having to contact Financial Operations to have them perform this function for them.
Prepaid Expense and Payment types.	Prepaid expense and payment types will be available to allow employees to enter pre-authorized prepaid expenses into the VISION system. This will ensure all travel related expenses are captured in VISION for accurate reporting.
Out-of-Country travel authorizations will have an additional approval level.	Travel authorizations will automatically route to the Secretary of Administration's Office for additional approval. This change does not include Judiciary or Legislative.
Expense report entry grace period for terminated employees	There will now be a 14-day period to allow an authorized employee to enter expense reports on behalf of a terminated employee.
Travel Authorizations can be linked to an existing expense report.	You will be able to link an approved travel authorization to an existing expense report if you forget to create the report from the travel authorization.